

Using Route List for Approval

07/08/2004

1.

PRISM - Requisition - Detail - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

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Address: https://prismapp3.publicdebt.treas.gov/prism3/requisition/requisition_detail.asp

Route Self Approve Suspend Line Items View Form Delete Cancel Load PPT Renumber ?

Requisition Information

Requisition Number: BPD-82000-04-0072 Stage: Requisition Number of Items: 1

Version: [BASE-In Progress] Net View: Off Total Amount: \$600.00

Commitment: \$600.00

General Information

Owner: TRAIN TRAIN01

Requisition Date: 07/08/2004

Requisitioner: TRAIN01

Buyer:

Originating Office: BPD Edit

Primary Product / Service Code: PR

Received Date:

Click "Route"

2.

PRISM - Create Route List - Microsoft Internet Explorer provided by The Department of Treasury

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Address: https://prismapp3.publicdebt.treas.gov/prism3/routes/choose/route_choose.asp

Review / Approval Selection

For Approval

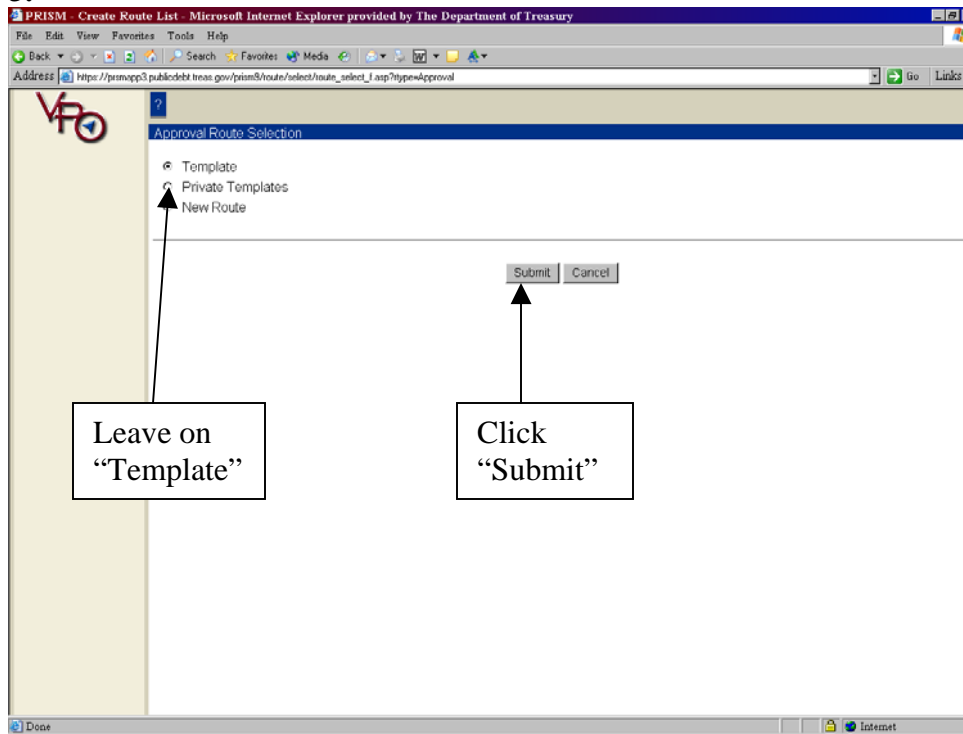
For Review

Submit Cancel

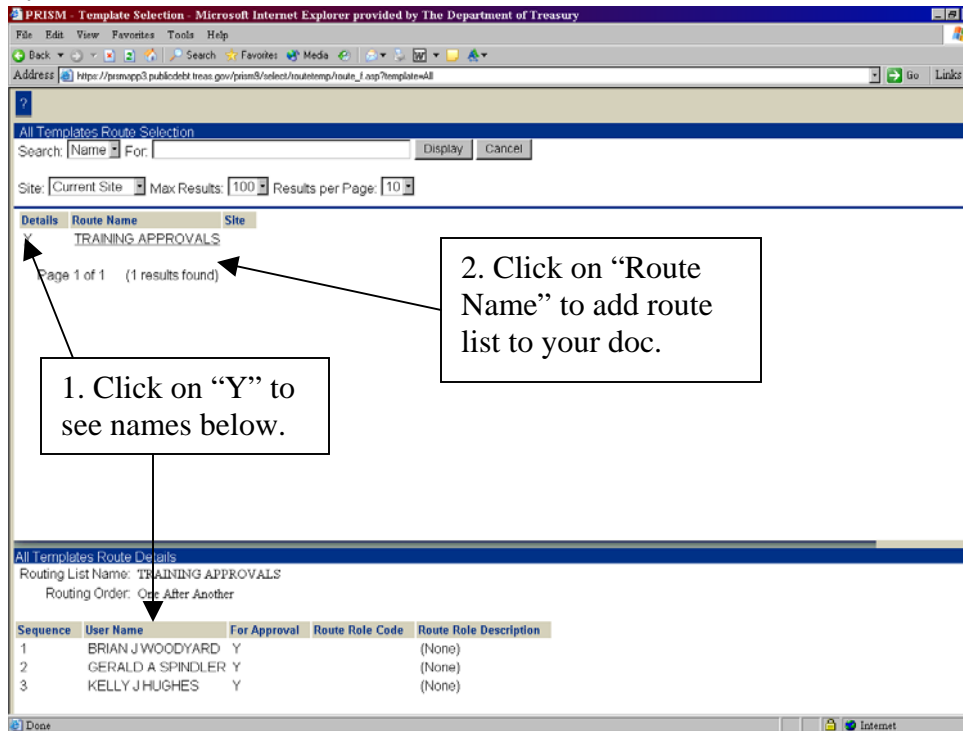
Leave on "For Approval"

Click "Submit"

3.



4.



5.

PRISM - Route - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.publicdebt.treas.gov/prism8/route/route_1.asp

Requisition Information

Requisition Number: BPD-82000-04-0072 Status: In Progress Number of Items: 1
Version: BASE Stage: Requisition Total Amount: \$600.00
Net View: Off Commitment: \$600.00

Sequence	Select	To	Site	Action	Type	In Date	Out Date
1	<input checked="" type="checkbox"/>	BRIAN J WOODYARD	BPD	Ready to send	Approval		
2	<input type="checkbox"/>	GERALD A SPINDLER	BPD	Ready to send	Approval		
3	<input type="checkbox"/>	KELLY J HUGHES	BPD	Ready to send	Approval		

Buttons: Send, Save, Cancel

Callout 1: If you need to add more approvers click on "Add Approvers."

Callout 2: Click "Send"

6.

PRISM - Route - Comments - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.publicdebt.treas.gov/prism8/route/route_comment_1.asp

Requisition Information

Requisition Number: BPD-82000-04-0072 Status: In Progress Number of Items: 1
Version: BASE Stage: Requisition Total Amount: \$600.00
Net View: Off Commitment: \$600.00

Optional comments (up to 2000 characters): PLEASE APPROVE

Buttons: Add Comments, Skip Comments

Callout: Enter comments in box then click "Add Comments." If comments are not needed click "Skip Comments."

7.

PRISM: Requisition - Detail - Microsoft Internet Explorer provided by The Department of Treasury

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Address: https://prismapp3.publicdebt.treas.gov/prism3/requisition/requisition_detail.asp

Change Route View Form ?

Requisition Information

Requisition Number:	BPD-82000-04-0072	Stage:	Requisition	Number of Items:	1
Version:	BASE-Pending	Net View:	Off	Total Amount:	\$600.00
				Commitment:	\$600.00

General Information

Owner:	TRAIN TRAIN01		
Requisition Date:	07/08/2004		
Requisitioner:	TRAIN TRAIN01	Phone:	
Buyer:			
Source PPT Name:	(None)		
Primary Product / Service Code:	PR		
Primary Product / Service Code Description:	PURCHASE REQUEST		
Received Date:			

Originating Office Code: BPD

Name:	BUREAU OF PUBLIC DEBT
Address:	200 THIRD STREET
City:	PARKERSBURG
State:	WV
Zip:	26101
Country:	USA

Done Internet

Verify version changes to Base-Pending.